

AREA CAMP & WORK CREW REQUESTS USER GUIDE

Every area must submit their camp trip and Work Crew requests once a year, and this guide will walk you through each step! Camp and Work Crew requests are open for two weeks at the end of August, with all requests due around Labor Day. Exact dates vary each year so be sure to check the [Camping page on Staff Resources](#).

Once the deadline has passed, the Camp Requests System will lock and areas will no longer be able to make changes. If you need to make changes after the deadline, please reach out to your region. It is recommended that you submit your requests early so your region has time to follow up if anything needs to be corrected.

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WHAT HAPPENS AFTER YOU SUBMIT?

After your requests have been submitted:

- Your region and division will review your selections
- You might be contacted with questions or feedback
- Finalized camp trips will be communicated in mid-October via Initial Reservation (IR) Contacts
- Finalized Work Crew spots will be shared with regions in early November

WHAT THIS GUIDE COVERS

This guide helps you:

- Log in or create an account for the Camp Requests website
- Submit your camp trip requests by trip type (Senior High, Wyldlife, YoungLives, Capernaum, etc)
- Avoid common mistakes
- Use special features like “Travel With” if needed
- Watch for green boxes! They highlight important reminders, helpful tips, and common errors to avoid as you go!

WHAT THIS GUIDE DOES NOT COVER

- This guide is only about how to complete the technical process of submitting requests.
- Camping strategy varies by division. Reach out to your regional office if you need help deciding where or when to request.

STEP 1: SIGN IN OR CREATE AN ACCOUNT

To request Work Crew and camp spots, you need to log into the Camp Request System. If you've submitted a request in the past, you already have an account!

Camp Request Website: <https://camprequests.younglife.org>

If you already have an account:

- Use your existing Camp Request System credentials. These are NOT your Single Sign-On (SSO) credentials, but are unique to the Camp Request System.
- Forgot your username or password? Use the [recovery link](#) on the homepage!

If you are new this year:

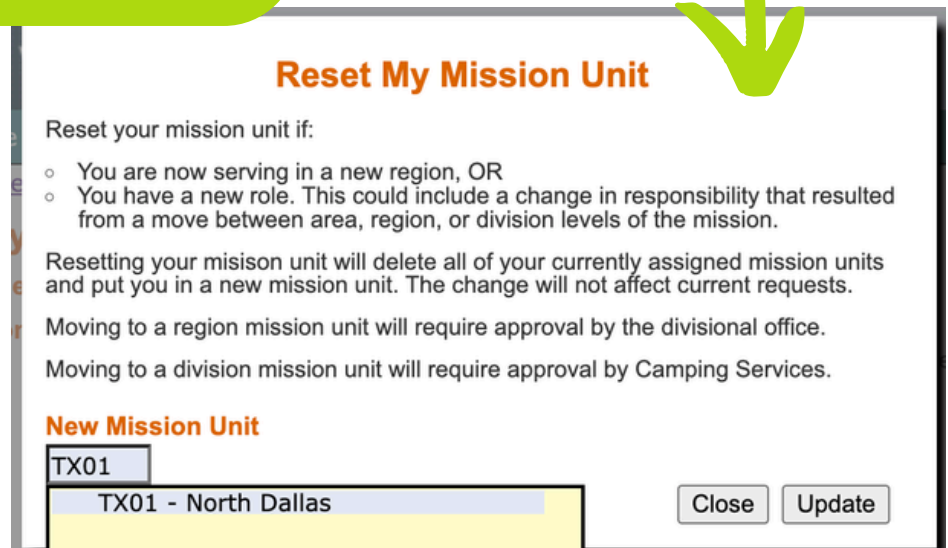
- Select [Create An Account](#)
- Fill out your contact and account information and click Create Account.

CHANGED AREAS OR REGIONS?

If you log in and do not have the correct access:

- If you have changed regions OR have switched areas within the same region:
 - Click on My Account
 - Under the Related Mission Unit Information section, click Reset Mission Unit
 - Select your new mission unit and click Update
 - If moving to a new region, this change will need to be approved by the divisional office. Once approved, you will be able to submit camp requests for your new mission unit.
- To remove an old area from your account, contact the regional office.

If you need to submit a request for a new mission unit, that is not listed in the Camp Request System, please reach out to your regional office, as your request will need to be submitted under your region.



Reset My Mission Unit

Reset your mission unit if:

- You are now serving in a new region, OR
- You have a new role. This could include a change in responsibility that resulted from a move between area, region, or division levels of the mission.

Resetting your mission unit will delete all of your currently assigned mission units and put you in a new mission unit. The change will not affect current requests.

Moving to a region mission unit will require approval by the divisional office.

Moving to a division mission unit will require approval by Camping Services.

New Mission Unit

TX01

TX01 - North Dallas

Close

Update

STEP 2: REVIEW WORK CREW HISTORY

Before submitting a new Work Crew request, take a minute to review your area’s Work Crew history. This section includes a 3-year summary.

To View Work Crew History

1. Click on the Work Crew tab, and select Area Requests from the drop down
2. Select New in the Area Mission Unit drop down. If you have access to multiple mission units, select which one you would like to view.
3. Click Add Request
4. You will be able to view your area’s Work Crew history for the past three years

Remember, areas only get credit for Work Crew from the previous summer if:

- they served on Work Crew during a nationally managed camp session. Weekend Work Crew, or Work Crew who serve at a non-YL camp during the summer do not count.
- they finished the entire assignment. Work Crew who are sent home, either voluntarily or involuntarily, do not count.

STEP 3: REQUEST WORK CREW SPOTS

Areas submit Work Crew requests to their region for review. Submitting an accurate Work Crew request helps regions, divisions, and camps know how many Work Crew are available for the upcoming summer.

To Request Work Crew Spots

1. Enter the total number of male and female Work Crew your area can provide for the whole summer.
2. Select the camps and sessions where Work Crew applicants would be able to serve.
3. Enter the maximum number of Work Crew from your area that can serve per session.
4. Need to add more rows? Click the Add Rows button.
5. Click Save

Work Crew Supply		
Males	Females	Total
5	5	10
Comment		

Why It’s Important to Review Work Crew History

To help ensure that Work Crew spots are not overallocated, areas are encouraged to not request more than 125% of your actual attendance from last summer. If you request more than 125% the system will display a warning, and your region may adjust your request. If you believe circumstances merit requesting more than 125% growth, leave a comment for your region.

Comment

This year, we have a really great group of senior guys who have been with us since Wyldlife. We think at least 10 of them want to do Work Crew.

STEP 4: ENTER SCHOOL DATES

Entering the school calendar for your area is one of the most important steps, and one of the most commonly forgotten. The Camp Allocation Committee uses this information to avoid assigning trips that conflict with your school schedule. It also helps them adjust placements when some weeks are over- or under - requested.

What You'll Need

- The last day of school before summer break
- The first day of school at the end of summer

How to Enter School Dates

1. Click the Reservations tab and select Area Requests from the drop down.
2. Select New in the Area Mission Unit drop down. If you have access to multiple mission units, select which one you would like to view.
3. Click Add Request.
4. On the School Dates tab, click the edit button in the School Dates box. Add the last day of school and first day of school.



School Dates

School Dates

2025-2026	None Provided
Last School Day	
2026-2027	None Provided
First School Day	
Click Edit to update dates	
Edit	

Why it's Important to List School Dates

If dates are not entered:

- your region may not catch conflicts in time.
- your area may be assigned to a week when students are in school.
- you may be asked to resubmit or rework your requests later.

What If I Have Multiple Schools in One Area?

Camp Requests only allows one set of school season dates per area. If your area has multiple schools, with varying dates then:

- enter the latest late day of school.
- enter the earliest first day of school.

STEP 5: REVIEW CAMPING HISTORY

before submitting new requests, take a minute to review your area's camping history for each trip type. Each section includes a 3-year summary of your area's past trips and attendance. This includes both what was requested and what actually happened.

To View Camping History

1. In the top menu, click on Reservations and then Area Requests.
2. Select New in the Area Mission Unit drop down. If you have access to multiple mission units, select which one you would like to view.
3. Click Add Request.
4. Select a type of trip to review camping history.

What You'll See

Year	Trip	Culture	Camp	IR	R1	R2	CL	C	C:L	MultiTimers
2021	1	Suburban	Rockbridge	0	25	25	31	26	5:1	2 7.7%
2021	2	Suburban	Rockbridge	25	0	0	0	0	—	0 —
2021 Total				25	25	25	31	26	5:1	2 7.7%
2022	1	Suburban	Lake Champion	40	40	40	46	40	7:1	25 62.5%
2022 Total				40	40	40	46	40	7:1	25 62.5%
2023	1	Suburban	Rockbridge	56	56	66	65	56	6:1	15 26.8%
2023 Total				56	56	66	65	56	6:1	15 26.8%

- IR - Initial Reservation
- R1/R2 - Number of spots confirmed at R1 and R2
- CL - Campers + Leaders who actually attended
- C - Campers who actually attending
- C:L - Camper-to-Leader Ratio
- Multi-Timers - Number and percentage of camper's who've attended this camp type more than once

Why It's Important to Review Camping History

To help ensure fair allocation, it is recommended that areas not requests more than 125% of your actual attendance from last summer for any given camp type. If your request includes more than 125% growth, the system will show a warning and your request may be changed by your region. If you believe you have a strong case to exceed this limit, talk to your regional office before submitting.

Example

Using the above camping history as an example:

- In 2023, 65 campers and leaders attended a senior high week at Rockbridge.
- For summer 2024, it is recommended that this area request no more than 81 spots (65×1.25).
- If the total number of spots requests for senior high camping exceeds 81, a warning will show and the request may be changed by the region.

STEP 6: START A NEW AREA TRIP REQUEST

Once you've entered your school dates, you're ready to begin your area camp trip request!

Where to Start

1. In the top menu, click on Reservations and then Area Requests.
2. Select New in the Area Mission Unit drop down. If you have access to multiple mission units, select which one you would like to view.
3. Click Add Request.



STEP 7: FILL OUT YOUR TRIP REQUESTS

Camp trip requests are divided by camp trip type, including:

- Senior High Outreach
- WyldLife Outreach
- YoungLives (includes campers/leaders and childcare trips)
- Capernaum (includes campers/leaders and buddies)
- Adventure

You can submit as many trip requests as needed for each trip type, for example, one per school or one for your entire area. For each request you will need to complete the following:

- Camp - the camp you want to attend
- Week - the dates you would prefer to attend. You cannot choose the same week more than once per trip.
- Request - the total number of spots (campers + leaders) you are requesting
- Travel With - Optional, for areas traveling together.
- Kids of Color - Of the total requested spots, list the number of kids you anticipate being kids of color (non-Anglo). This field only shows for Senior High and WyldLife trips.
- Comment - Helpful information for your region, division and the allocation committee (i.e. Please do not overlap with WyldLife Trip)

Fill Out a Request

1. Navigate to the tab that corresponds with the trip type you would like to request.
2. Click the edit button in the right-hand corner.
3. Select the camp, week and fill out the total requested spots (campers + leaders).
4. Repeat for all four choices.
5. Fill out the anticipate number of kids of color for Senior High and Wyldlife.
6. List any necessary comments and click Save.

Trip	First Choice			Second Choice			Third Choice			Fourth Choice			Travel W/	Kids of CPNMCOLOR
	Camp	Week	Request	Camp	Week	Request	Camp	Week	Request	Camp	Week	Request		
1	Lake Champlor	1: 6/2-6/7	40	Rockbridge	2: 6/2-6/7	40	Saranac Village	1: 6/8-6/13	40	Windy Gap	3: 6/7-6/13	35	☐	15

Regional and divisional rules may apply to the number of choices required. Please check with your regional office if you have questions.

Other Helpful Tips:

- Once a camp is selected, only weeks that match the trip type being requested will show. This prevents you from requesting a Senior High trip during a WyldLife week.
- Each choice can have a different number of spots requested. Be sure to list any reasons why requested spots may vary in the comments.

Comment

If we travel to Windy Gap, we would decrease our request due to increased costs.

You can list a camp as more than one choice, but you cannot list a specific week more than once.

Correct the following before saving:
- Trip 1 has more than one choice in the same week.

Trip	First Choice			Second Choice		
	Camp	Week	Request	Camp	Week	Request
1	Lake Champior	1: 6/2-6/7	40	Lake Champior	1: 6/2-6/7	40

Large Trip Requests: More Than 114

- If your total request exceeds 114 spots (about 2 buses), you will see a Large Trip warning. If you see this warning, you have two options:
- Keep Large Trip & Save - Save the trip as-is. Be sure to add a comment explaining how you could split the trip if needed (i.e. two groups of 60).
 - I'll Split the Trip - Create two separate trip requests. Choose different weeks or camps, if possible. Be ready to receive any combination of your submitted choices.

Large Trip Request

You have requested one or more trips with a large number of spots. It is strongly recommended that you split each trip request with more than 114 spots into two or more trips.

Example Large Trip

Camp	First Choice Week	Request	Camp	Second Choice Week	Request	Camp	Third Choice Week	Request	Camp	Fourth Choice Week	Request	Travel With	CPNM	Kids of Color	Comment
SharpTop Cove	3: 6/2-6/6	168	SharpTop Cove	4: 6/7-6/11	168	Windy Gap	2: 6/2-6/6	168	Rockbridge	4: 6/12-6/16	168	Drutha		20	Staff name, trip conflicts, etc.

Split trip into two smaller trips with same choices

Camp	First Choice Week	Request	Camp	Second Choice Week	Request	Camp	Third Choice Week	Request	Camp	Fourth Choice Week	Request	Travel With	CPNM	Kids of Color	Comment
SharpTop Cove	3: 6/2-6/6	112	SharpTop Cove	4: 6/7-6/11	112	Windy Gap	2: 6/2-6/6	112	Rockbridge	4: 6/12-6/16	112	Drutha		20	Staff name, trip conflicts, etc.
SharpTop Cove	3: 6/2-6/6	56	SharpTop Cove	4: 6/7-6/11	56	Windy Gap	2: 6/2-6/6	56	Rockbridge	4: 6/12-6/16	56	Drutha		20	Staff name, trip conflicts, etc.

Warning: If you submit your request with a large trip and your trip size does not fit into the requested weeks, you are authorizing the Camp Reservation Allocation Committee to use their best judgment to split up your trip.

Keep Large Trip and Save

I'll Split the Trip

Add or Remove Trips

- Need to add more trips? Click the Add Rows button.
- Need to delete a row? Click the red X to remove it.

ADVENTURE CAMPS

For all Adventure Trips, the adventure tab should be used. To request Adventure Trips:

1. Click on the Adventure tab.
2. Fill out the request using the steps above.

For Wilderness Ranch & Beyond Malibu - confirm your request matches the trip type and include which type of trip you are requesting in your comments.

- Wilderness Ranch offers both backpacking and adventure weeks
- Beyond Malibu offers both backpacking and sea kayaking weeks

Trip	Camp	Week	Request
1	Beyond Malibu	✓ 1 (Backpacking): 6/19-6/26	

Comment
 Backpacking Trip

FOCUS MINISTRIES

If you are submitting requests for Capernaum or YoungLives weeks, be sure to follow these specific steps to ensure that these trips are accounted for correctly during allocation.

Capernaum

There are two ways to include Capernaum campers in your request depending on the type or trip.

Capernaum Inclusion

Capernaum inclusion is defined as a camper with a disability attending a senior high outreach or adventure week that is not specifically noted as a Capernaum week. To request Capernaum spots at these weeks:

1. Click on the Senior High Outreach or Adventure tab.
2. Fill out a request using the steps above and include the number of Capernaum campers in your total request.
3. Check the Capernaum box.
4. Include the anticipated number of campers with disabilities in the comments section.

Kids of Color	CPNM	Comment
	☒	

15
 7 Capernaum Campers

Capernaum Specific Weeks

A Capernaum specific week is a camp week designed for campers with a disability. These weeks also include Capernaum buddies. Campers, buddies and leaders are all requested on one request. For these weeks, the Capernaum tab should be used. To request a trip:

1. Click on the Capernaum tab.
2. Enter the number of campers + leaders + buddies (total) in the request box.
3. Specify the anticipated number of buddies in the comment section. If there are zero buddies, list “Buddies: 0”. This helps the allocation team understand the makeup of your request.
4. Do not select the buddies box.

Buddies

Comment

☐

Buddies: 10

When using the Capernaum tab, only camps will designated Capernaum weeks will show as options.

Select camp...

Adventures Wild Ridge

✓ Carolina Point

Rockbridge

Southwind

Buddy-Only Trips

Some areas may choose to bring only buddies and leaders to a Capernaum specific week as a discipleship experience. To request a buddies only trip:

1. Click on the Capernaum tab.
2. Fill out a request using the steps above and enter the total number of buddies and leaders in the request box.
3. Check the Buddies box when submitting a Buddies-Only trip.

Trip	First Choice			Second Choice			Third Choice			Fourth Choice			Travel W/ Buddies
	Camp	Week	Request	Camp	Week	Request	Camp	Week	Request	Camp	Week	Request	
1	Carolina Point	3: 6/8-6/12	12	Carolina Point	4: 6/13-6/17	12	Southwind	8: 7/3-7/7	12	Rockbridge	13: 8/6-8/10	12	☒

Capernaum Buddies are defined as high school peers and will be counted as discipleship campers. Buddy only trips still require adult leaders.

YoungLives (both Campers/Leaders & Childcare)

All YoungLives trips, including both campers/leaders and childcare trips should be requested on the YoungLives tab. Areas bringing campers and leaders are required to bring childcare volunteers. An area must maintain at least a 1:5 ratio of childcare volunteers to camper/leaders. Areas will request a childcare camp trip and then work with the divisional YoungLives offices on further details.

To request a YoungLives Trip:

1. Click on the YoungLives tab.
2. Create a request using the steps above and enter the told number of campers and leaders. Do not include YoungLives infants.
3. Create a second request that lists the same camps/weeks in the same order of the camper and leader trip. Enter the number of childcare volunteers and check the childcare box.

Trip	First Choice			Second Choice			Third Choice			Fourth Choice			Travel W/ Childcare
	Camp	Week	Request	Camp	Week	Request	Camp	Week	Request	Camp	Week	Request	
1	Lake Champior	11: 8/1-8/4	8	Carolina Point	9: 7/20-7/24	8	Carolina Point	10: 7/26-7/30	8	Select camp...		0	☐
2	Lake Champior	11: 8/1-8/4	2	Carolina Point	9: 7/20-7/24	2	Carolina Point	10: 7/26-7/30	2	Select camp...		0	☒

If no childcare trip is requested, one will automatically be added during the allocation process.

Childcare Only Trips

Areas are welcome to take a childcare only trip. To request this trip:

1. Click on the YoungLives tab.
2. Create a new request using the steps above and enter the total number of childcare.
3. Check the Childcare box. Your YoungLives Divisional office will follow up with you on this request and next steps.

STEP 8: TRAVEL WITH ANOTHER AREA (OPTIONAL)

If your area plans to travel to camp with another area, you'll need to use the "Travel With" feature. This ensures the Camp Allocation Committee considers your groups together during placement. Only use this feature if you are actively coordinating with another area.

Important Rules for Travel With

- Each area must submit their own trip request using the exact same first, second, and third choice, including:
 - Same type of trip (i.e. Senior High Outreach, Wyldlife)
 - Same week
 - Same order of choices
- Do not use this feature unless you are coordinating with another area.

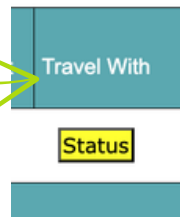
Combined Group Size Limit

- The total combined sized of a Travel With request may not exceed 114 spots (about 2 buses). If your combined request exceeds 114:
 - you may submit it anyway with a note in the comments explaining the need.
 - you should be prepared for the committee to split your group across weeks if needed.

How to Invite Another Area to Travel With You

1. Enter and save your trip request.
2. On that row, click the “Invite” button in the Travel With column.
3. In the pop-up, enter the area number of up to 5 areas. Click Invite.
4. The Travel With column will now show a Status button

The Travel With feature is only available to areas within the same region.



[Help](#)

Travel With

Manage Travel With relationships for the following camp trip:

Choice	Camp	Week	Request Type
1	Lake Champion	1	Senior High Outreach
2	Rockbridge	2	
3	Saranac Village	1	
4	Windy Gap	3	

Travel With requests can have a maximum of 114 spots (2 buses).
There are 74 spots remaining for the other area(s) in your Travel With request.

Invite
Invite areas in your region to travel with your area.
Enter mission units. Example: CO64

Area 1:

Area 2:

Area 3:

Area 4:

Area 5:

How to Accept a Travel With Invitation

1. When you log in, you'll see a Pending Travel With notification.
2. Click the mission unit number to review the invitation.
3. Review the inviting area's trip choices.
4. To accept, click Add as New Trip, enter the number of spots for your area and click OK.
5. To decline, select decline this invitation then click OK

Modify or Cancel a Travel With

1. Click the Travel With Status button on your request row
2. To invite additional areas, enter their area number(s), then click Invite.
3. To remove an area, click the red X next to the area name. This removes the Travel With relationship but does not delete the trip.

STEP 9: REVIEW YOUR REQUESTS

Be sure the review all of the details for your trips before the deadline!

- ☐ School dates are entered
- ☐ You did not request more than 125% of last year's attendance per trip type
- ☐ You selected a different week for each camp choice
- ☐ You saved each row after entering trip requests
- ☐ Comments are included if your trip is over 114 spots
- ☐ If you requested a trip at Beyond Malibu or Wilderness, comments include the type of trip you are requesting.
- ☐ If you requested a Capernaum trip during an inclusion week, comments include the number of anticipated campers with disabilities.
- ☐ If you requested a Capernaum trip during a Capernaum specific week and are bringing buddies, comments include the number of anticipated buddies.
- ☐ Childcare trips is entered for every YoungLives request, and the childcare box is checked

FREQUENTLY ASKED QUESTIONS & TROUBLESHOOTING

Where can I find the CampRequest system again?

- <https://camprequests.younglife.org>

I forgot my CampRequest login. What do I do?

- Click “recover password” on the homepage and enter the email associated with your account. Reminder, your Camp Request System credentials are not the same login as your Single-Sign On (SSO).

I changed areas or regions. How do I update my access?

- Changed regions: Contact your region to update your access.
- Changed areas, in the same region:
 - Log in, then click My Account
 - Update your mission unit
 - Contact your regional office or Help Desk to remove old areas

What if I need help deciding which camps or weeks to request?

- Your regional or divisional office can help you with camping strategy!

What if submitted my request but forgot to enter school dates?

- Contact your regional office and ask them to temporarily unlock your request so you can add school dates.

What if I accidentally requested more than 125% of last year’s attendance?

- The system may not stop you, but your region or division will likely adjust your numbers. If you think your growth is justifiable, add a comment explaining why and/or talk to your regional director.

What’s the difference between a Capernaum inclusion week and a Capernaum specific week?

- Capernaum inclusion is defined as a camper with a disability attending a senior high outreach or adventure week that is not specifically noted as a Capernaum week.
- A Capernaum specific week is a camp week designed for campers with a disability. These weeks also includes Capernaum buddies.

When should I use the Capernaum tab vs. the Senior High tab?

- Use the Capernaum section when you are requesting a Capernaum specific week of camp, including buddies only trips.
- Use the outreach section when you are bringing campers with disabilities on a standard outreach or adventure trip. In this case, check the Capernaum box and include the number of anticipated campers with disabilities in the comments.

I forgot to enter a childcare trip for YoungLives. Will my request be rejected?

- Contact your regional office and ask them to temporarily unlock your request so you can add the trip.
- If no trip is added, a childcare trip will automatically be added with the required 20% ratio.

Do both areas need to submit a Travel With Request?

- One area sends the Travel With invite; the other accepts it. However, both areas must submit matching trip requests.